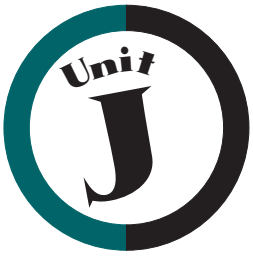
Windows XP



Managing

Shared Files Using a Network

Objectives

- Understand network services
- Examine network computer properties
- Open and view a network
- Create a shared folder
- Map a network drive
- Copy and move shared files
- Open and edit a shared file
- Disconnect a network drive

If you are not connected to a network, you can not work through the steps in this unit; however, you can read the lessons without completing the steps to learn what is possible in a network environment.

Windows XP comes with a powerful tool for managing files and folders across a network called **My Network Places**. A **network** is a system of two or more computers connected together to share resources. My Network Places is integrated with Windows Explorer and My Computer, allowing you to view the entire network and to share files and folders with people from other parts of the network. John Casey, owner of Wired Coffee Company, uses network tools to manage files and folders for use by multiple users on the company network.

Windows XP

Understanding Network Services

Windows is a secure, reliable network operating system that allows people using many different computers to share resources, such as programs, files, folders, printers, and an Internet connection. A single computer on the network, called a **server**, can be designated to store these resources. Other computers on the network, called **clients** or **workstations**, can access the resources on the server instead of having to store them. You can share resources using two or more client computers, or you can designate one computer to serve specifically as the server. If the workstation computers are close together in a single building or group of buildings, the network is called a **local area network (LAN)**. If the workstation computers are spread out in multiple buildings or throughout the entire country using dial-up or wireless connections, the network is called a **wide area network (WAN)**. To set up a network with multiple computers, you need to install a network adapter for each computer on your network and connect each computer to a network hub using network cable or wireless technology. Network adapters are usually hardware cards, called **network interface cards**, or **NICs**, inserted in a slot, or **USB (Universal Serial Bus)**, port in the back of your computer that connects it to the network. A **network hub** is a hardware device that connects multiple computers at a central location. When data arrives at one port of the network hub, it is copied to the other ports so that all connected network devices see the data. If you have two LANs or two sections of the same LAN on different floors of the same building with different network adapter types, you can connect them together with a hardware device called a **bridge**. If you have any number of LANs, you can connect them together with a hardware device called a **router**. If you want to share a printer or Internet connection with the computers on a network, you simply connect the printer or modem to the server, a computer on the network, or directly to a network hub, router, or bridge. John knows that there are many benefits to using the Wired Coffee network to manage files and folders and wants to learn about networking.

John realizes that using a network enables his employees to do the following:

Share central resources through client/server networking

Windows offers a network configuration called **client/server networking**. Under this arrangement, a single computer is designated as a server, allowing access to resources for any qualified user. Client/server networking provides all users on a network a central location for accessing shared files. Figure J-1 shows an example of a typical client/server network configuration.

Share resources through peer-to-peer networking

Windows also offers a network configuration called peer-to-peer networking. **Peer-to-peer networking** enables two or more computers to link together without designating a central server. In this configuration, any computer user can access resources stored on any other computer, as long as those resources are available for sharing. Peer-to-peer networking allows individual computer users to share files and other resources, such as a printer, with other users on the network without having to access a server.

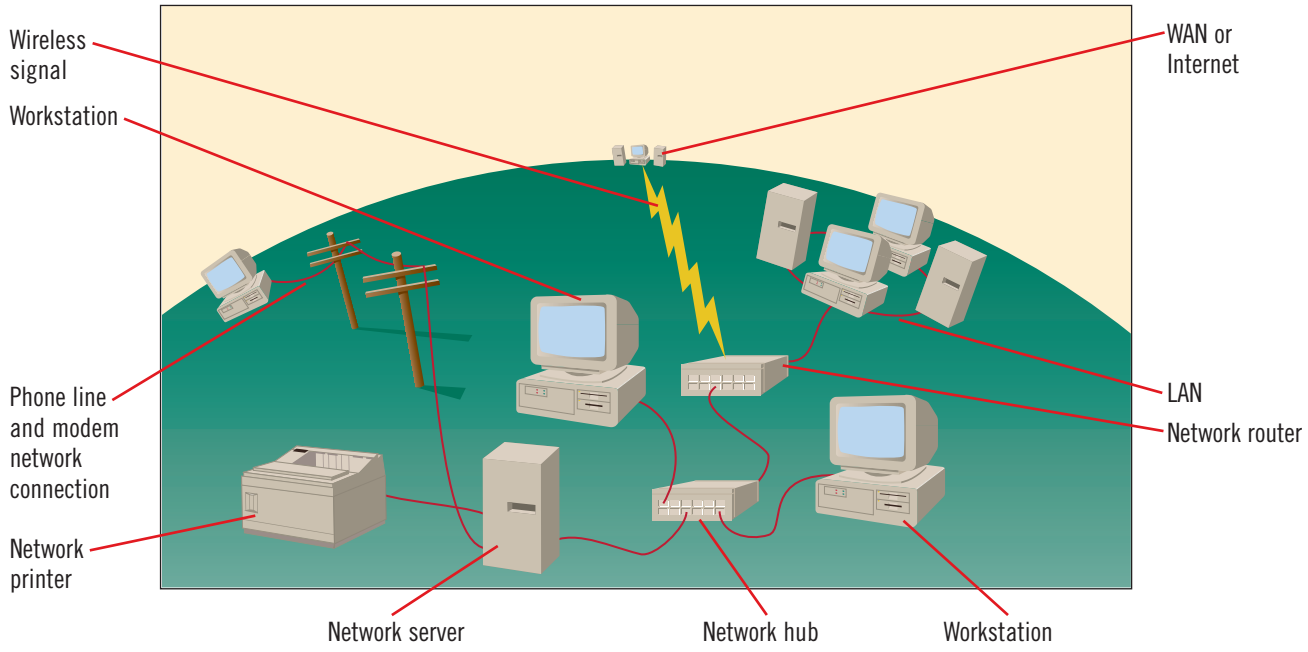
Share resources through network connections

Windows provides connectivity between your computer and a network, another computer, or the Internet using **Network Connections**. Whether you are physically connected using a direct cable or connected remotely using a dial-up or cable modem, you can connect securely to a network over the Internet using a **Virtual Private Network (VPN)** connection or set up your computer to let other computers connect to yours using an **incoming network connection**. VPN and incoming network connection are examples of WANs.

Share designated files and folders on your computer with other network users

Windows provides support for security, so even though your computer is connected to a network, you can designate which resources on your computer you want to share with others. Before network users can use any resources on your computer, they must be granted the required permission.

FIGURE J-1: Typical client/server network



Understanding a Home Phoneline Network

If you have several computers located in different rooms of your home, you can create a **Home Phoneline Network (HPN)** using the existing phone lines and telephone cable to connect the computers together without a network hub and special cables stretched from room to room. An HPN is an example of peer-to-peer networking. With an HPN, you can share files, printers, and an Internet connection among your computers like you can with any peer-to-peer network. Before you can set up an HPN, you need to install a Home Phoneline Network Adapter (HPNA) for each computer on your network and use telephone cable to physically connect each HPNA to a phone jack. Each phone jack functions like a port on a network hub, eliminating the need for a separate hardware device. An HPN uses existing phone lines, yet operates on a different band of frequencies, so it doesn't interfere with normal telephone calls.

Unit J
Windows XP

Examining Network Computer Properties

Names and locations are used to identify computers on a network. The computer's name refers to the individual machine, and the computer's location refers to how the machine is grouped together with other computers. In a peer-to-peer network, individual computers are often organized into workgroups. A **workgroup** is a group of computers that perform common tasks or belong to users who share common duties and interests. In a client/server network, individual computers are often grouped into domains. A **domain** is a collection of computers that the person managing the network creates to group together computers used for the same tasks and to simplify the set up and maintenance of the network. The difference between a domain and a workgroup is that the network administrator defines the domains that exist on the network and controls access to computers within those domains. In a workgroup, each user determines who has access to his or her computer. Computers anywhere on the network can be located easily through the naming hierarchy and can be addressed individually by name. You can find the name and workgroup or domain of a computer on the network by examining the system properties. Workgroups are available on all Windows XP computers, but domains are available only with the Professional edition. John decides to check the properties of his network computer.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar, click **Control Panel**, then click **Switch to Classic View** if necessary
   The Control Panel opens in Classic view.

Trouble?
References to domains and Network ID button appear only in the Professional Edition.

2. Double-click the **System icon**, then click the **Computer Name tab** in the System Properties dialog box
   The Computer Name tab of the System Properties dialog box appears, as shown in Figure J-2. If you are not connected to a network domain, you can click Network ID to start the Network Identification Wizard to join a domain and create a local user account.

3. Click **Change**
   The Computer Name Changes dialog box opens, displaying the computer name and current membership, either domain or workgroup name, of this computer, as shown in Figure J-3. In this case, the network computer name is LAPTOP and the domain name is NETONE.

4. Click **Cancel**
   The System Properties dialog box appears.

5. Click **OK**, then click the **Close button** in the Control Panel window
   The Control Panel window closes.

CLUES TO USE

Joining a network domain

If you are not connected to a network domain, you can use the Network Identification Wizard to join a domain and create a local user account. Before you start the Network Identification Wizard, you need to connect your computer to a client/server network using a network adapter and network cable. After you connect a network adapter to your computer and start Windows XP Professional, your computer automatically detects the network adapter and creates a local area connection. A local area connection is the only type of network connection that Windows automatically creates. To start the Network Identification Wizard, double-click the System icon in the Control Panel, click the Computer Name tab in the System Properties dialog box, then click Network ID. When the Network Identification Wizard dialog box opens, read the welcome, click Next, select the business network option, click Next, select the network with a domain option, then follow the step-by-step instructions to enter your user name, password, user account domain, computer name, and computer domain. Upon completion, Windows asks you to restart your computer.

FIGURE J-2: System Properties dialog box with Computer Name tab

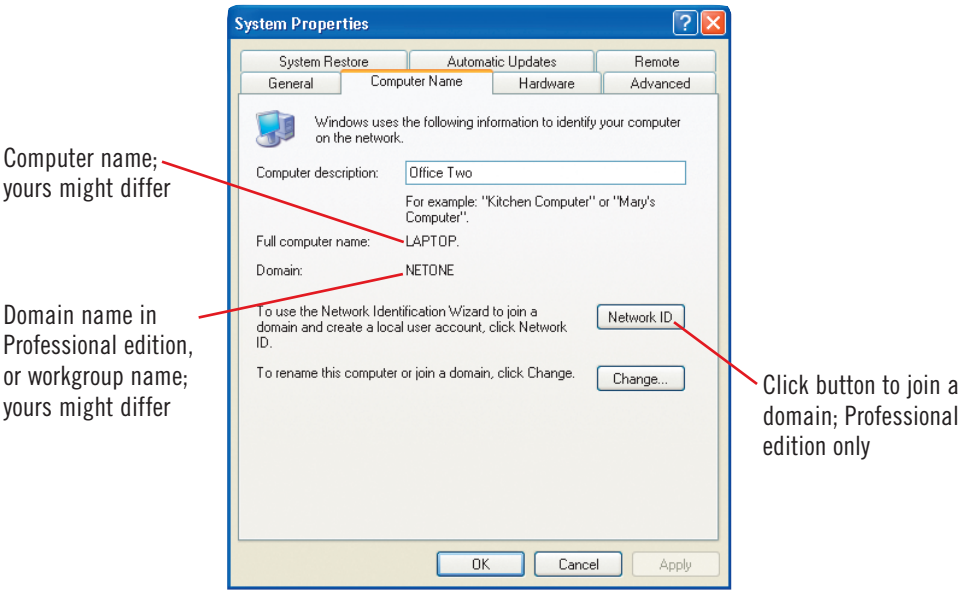
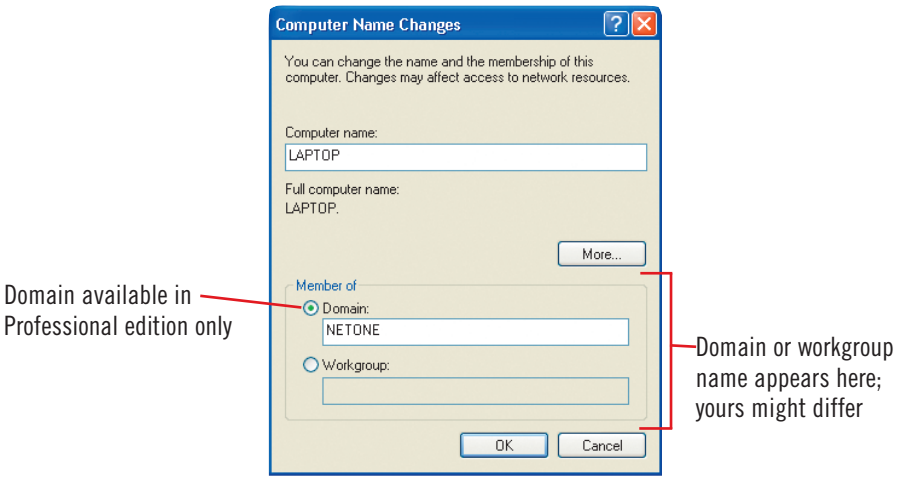


FIGURE J-3: Computer Name Changes dialog box



CLUES TO USE

Viewing network properties

A computer that uses a Windows network must be configured so that other machines on the network recognize it. On a small network, you might be responsible for configuring your computer, or that responsibility might fall to the network administrator. You can view and modify some of the network settings for your computer using the Network Connections window. In the Control Panel, double-click the Network Connections icon to display current network connections. Right-click a network connection icon, then click Properties to display network settings. The network dialog box opens displaying the General tab with the name of your network interface card and a list of available network components. The network connection consists of three types of components: client, service, and protocol. The **client** type allows you to access computers and files on the network. The **service** type allows you to share your computer resources, such as files and printers, with other networked computers. **Protocol** is the language that the computer uses to communicate with other computers on the network. Understanding which components are installed on your computer helps you understand the capabilities and limitations of your computer on the network.

Unit J
Windows XP

Opening and Viewing a Network

The key to managing files and folders in a network environment is understanding the structure of your particular network. Most networks consist of multiple types of computers and operating systems. My Network Places lets you view the entire network or just your part of the network to give you access to the servers, domains, and workgroups on the network. The Entire Network window allows you to view a list of servers not in your workgroup and to view other network domains. If you want to add a server to your workgroup, you can use the Add Network Place Wizard to help you through the process. John uses Windows networking to see where his computer fits with all the others on his network.

Steps 1 2 3 4

Trouble?

If the My Network Places icon is not on the desktop, right-click the desktop, click Properties, click the Desktop tab, click Customize Desktop, click the My Network Places check box to select it, then click OK twice.

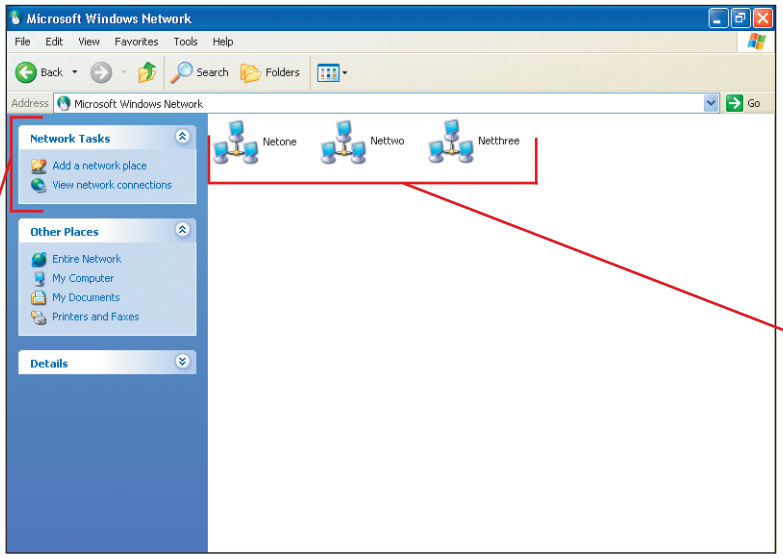
1. Double-click the **My Network Places icon** on the desktop, then click the **Maximize button** in the window if necessary
   The My Network Places window opens, displaying shared folders available on your immediate network.
2. In the Other Places section of the task pane, click **Entire Network**, or click **My Network Places** in the Address bar, type **Entire Network**, then press **[Enter]**
   The Entire Network window appears, displaying various segments and computers connected to your network, such as Microsoft Windows Network. If you are on a large network, you might have other choices that display more segments of the network.
3. Double-click the **Microsoft Windows Network icon** in the network window
   The Microsoft Windows Network window appears, displaying current domains in your network, as shown in Figure J-4.
4. Double-click a **domain icon** in the network window
   The network computers connected to the domain appear, as shown in Figure J-5. You decide to view the contents of a computer connected to your network.
5. Double-click a **network computer icon** in the network window
   The computer connected to your network opens and displays the contents of the drive or folder, as shown in Figure J-6. In this case, the computer contains a shared printer and folder, access to other printers and faxes, and scheduled tasks.
6. Click the **Close button** in the network window
   The network window closes.

CLUES TO USE

Creating a shortcut to a network location

Instead of clicking numerous icons in My Network Places to access a network location, by using the Add Network Place Wizard you can create a shortcut to the network location in the My Network Places window for easy access. The wizard provides step-by-step instructions to select the network location and create a shortcut. The wizard also allows you to create a shortcut to a Web or FTP (File Transfer Protocol) site. If you need storage space on the Internet to manage, organize, and share documents, you can also use the Add Network Place Wizard to help you sign up for a service that offers online storage space. To start the Add Network Place Wizard, double-click the My Network Places icon on the desktop, then click Add a network place in the Network Tasks section of the task pane. When the Add Network Place Wizard dialog box opens, click Next, click Choose another network location, click Next, click Browse, select the network location to which you want to connect, click OK, click Next, enter a shortcut name for the network location, click Next, then click Finish. Upon completion, the network location window appears, and the shortcut with the icon appears in the My Network Places folder.

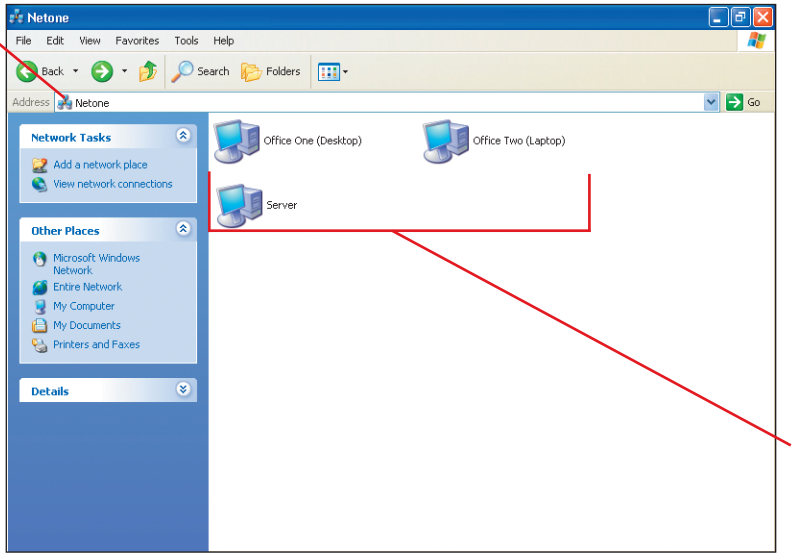
FIGURE J-4: Microsoft Windows Network window



Network Task options are different depending on your network type, either domain or workgroup

Current domains; your list might differ

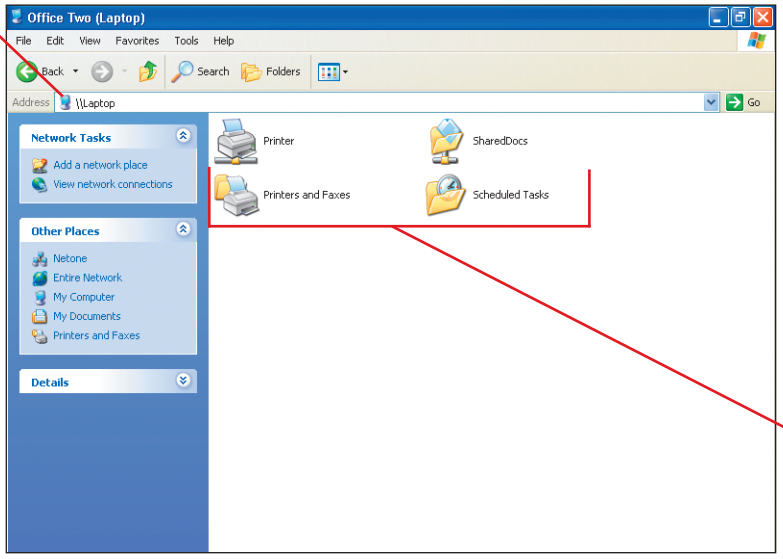
FIGURE J-5: Contents of a domain



Current domain; yours might differ

Current servers or shared computers; your list might differ

FIGURE J-6: Contents of a server or shared computer



Current server or shared computer; yours might differ

Your contents might differ

Unit J
Windows XP

Creating a Shared Folder

To create a shared folder on a network, you use many of the file management skills you learned with My Computer and Windows Explorer. You can create a new folder to share or use an existing one anywhere on your computer. For example, you can create a shared folder in a subfolder within your My Documents folder. After you select the folder you want to share, you use the Sharing and Security command in My Computer or Windows Explorer to share the folder and its contents on a network and to specify whether you want to give network users permission to change the contents of the shared folder. When you create a shared folder, you have the option to use the name of the folder or another name as the **share name**, which is the name network users see on the network in My Network Places. If you use a different share name, the original folder's name remains the same. Unless you have a very good reason for naming it differently, it's best to make the shared name the same as the folder name. Keeping the names consistent helps to avoid confusion. If you are not working in a network environment, you may not be able to complete these steps. In this case, simply read the steps without completing them. John has decided to create a shared folder on his computer called Sales that will allow employees from anywhere on the network to add information to Sales files.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar, then click **My Documents**
   The window displays the contents of the My Documents folder on your hard drive.
2. Right-click anywhere in the My Documents window (except on a file or folder), point to **New**, then click **Folder**
   A new folder, named New Folder, appears in the window.
3. Type **Sales**, then press **[Enter]**
   The folder is now named Sales.
4. Right-click the **Sales folder icon**, then click **Sharing and Security** on the shortcut menu
   The Sales Properties dialog box opens. You can use the Sales Properties dialog box to adjust the settings to allow other users access to the files in your shared folder. The Sharing tab allows you to designate the kind of access you want other users to have for the folder you just created.

Trouble?

If you are connected to a workgroup instead of a domain, the Sharing tab commands are different. Click the Share this folder on the network check box to select it, click the Allow network users to change my files check box to select it, then skip to Step 8.

5. Click the **Share this folder option button**
   Figure J-7 shows the sharing information about the Sales folder. The sharing tab includes a text box for entering the shared name of the folder. By default, Windows automatically enters the name of the folder as the shared name and sets the file permission to full control.
6. Click **Permissions**
   The Permissions for Sales dialog box opens, displaying permission settings. The default permission settings provide full control to any user.
7. Click **OK** to close the Permissions for Sales dialog box

Trouble?

If a Server service error message box appears, you need to install file sharing. Double-click the Network Connections icon in the Control Panel, right-click the network connection icon, click Properties, click Install, click Service, click Add, click File and Print Sharing for Microsoft Networks, then click OK twice.

8. Click **OK** to close the Sales Properties dialog box
   Anyone can now access the Sales folder, shown in Figure J-8, from anywhere on the network. The icon indicates that the folder is a shared folder.

FIGURE J-7: Sales Properties dialog box with Sharing tab

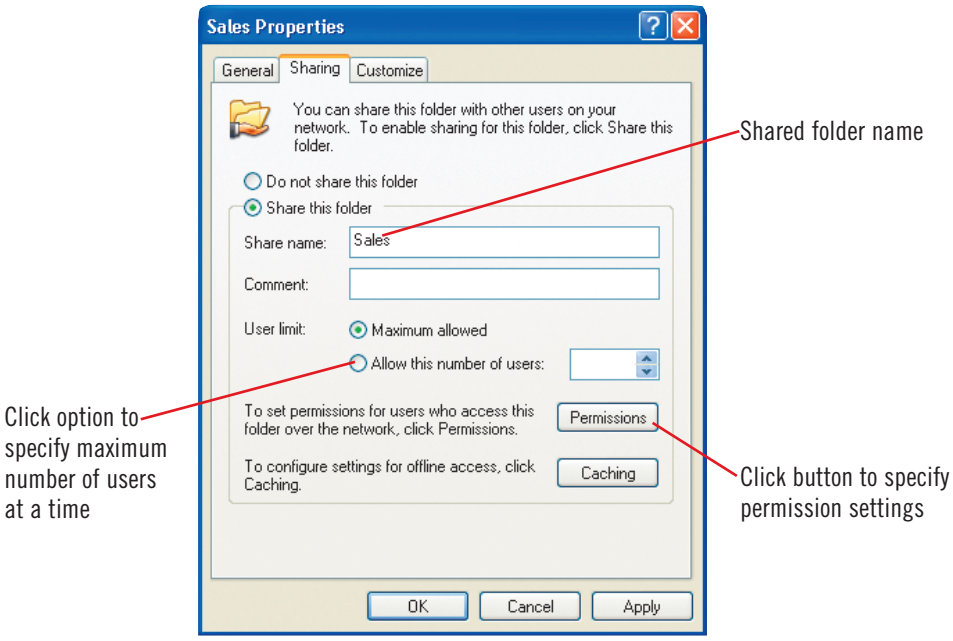
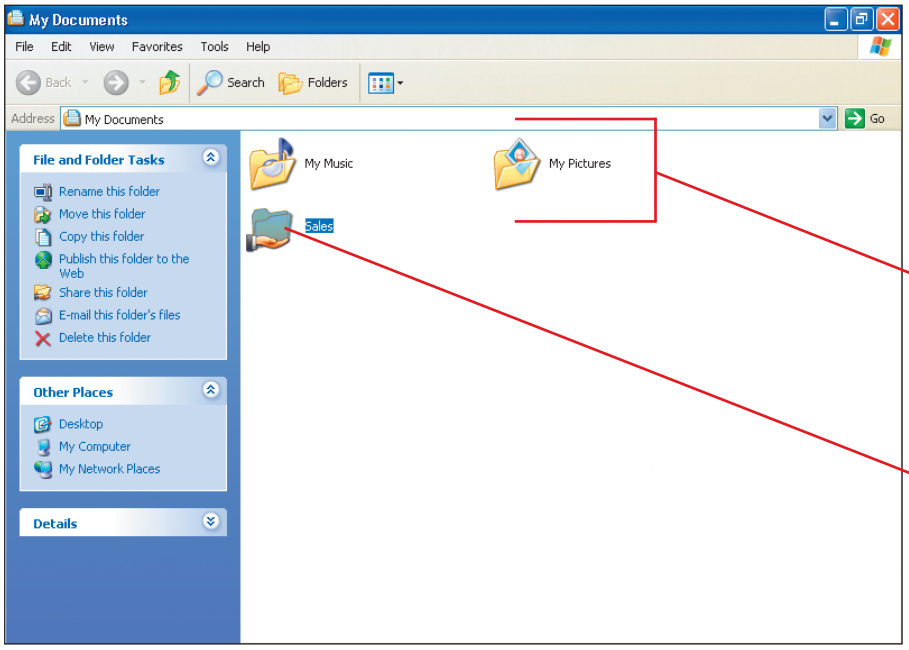


FIGURE J-8: Shared folder within the My Documents folder



File permission properties

Every file in the Windows file system includes **permissions** for each user, or settings that designate what each user can and cannot do to each file. Two basic types of file permissions are available for users: read and full. **Read permission** allows the user to open and view the file but not to make changes that can be saved in the file. When you open a read-only file, the words "Read Only" appear in the title bar. You can makes changes, but an error message appears when you try to save the file. You can save the file with a new name in a different location and have full access to it. **Full permission** allows the user to edit and save changes to the file (or "write") and execute programs on server or client computers. Qualified users or system administrators use file permissions and passwords to control who can access any specific area of the network. In this way, the network remains secure against unauthorized use.

Windows XP

Mapping a Network Drive

Windows networking enables you to connect your computer to other computers on the network quite easily. If you connect to a network location frequently, you might want to designate a drive letter on your computer as a direct connection to a shared drive or folder on another computer. Instead of spending unnecessary time opening My Network Places and the shared drive or folder each time you want to access it, you can create a direct connection, called **mapping** a drive, to the network location for quick and easy access. At John's request, the network administrator creates a shared folder called Wired Coffee on the computer named Server. Now John uses My Network Places to map a drive letter from his computer to that folder so that he can easily move files to this central location for others to share. To complete these steps, you need to map to a network computer and a folder specified by your instructor or technical support person.

Steps 1 2 3 4

Trouble?

Before beginning, ask your instructor which networked computer you can map onto your computer. If you do not have a networked computer available, read the steps without completing them.

1. Click the **Address list arrow**, scroll if necessary, then click **My Network Places**
   Windows networking shows all the active computers in your immediate network.

2. Click **Tools** on the menu bar, then click **Map Network Drive**
   The Map Network Drive dialog box opens, as shown in Figure J-9. By default, the Map Network Drive dialog box assigns network drive letters from Z to A. Local drives, such as your hard drive or removable store drives, are assigned letters from A to Z. You decide that the default network drive letter choice is okay. Now you want to select the shared folder.

QuickTip

To use a different drive letter, click the Drive list arrow, then click the drive letter you want to use. To reassign a drive letter after it has been assigned, disconnect from the drive, then remap the drive.

3. Click **Browse**
   The Browse For Folder dialog box opens, as shown in Figure J-10.

4. Click the **Expand indicator** ⊞ as necessary to navigate to the **networked computer icon** supplied by your instructor or technical support person
   In this case, the networked computer called Server opens. The window for the networked computer opens and displays the folders available for file sharing.

5. Click the shared **Wired Coffee folder** (or the folder specified by your instructor or technical support person) to select it, then click **OK**
   The Map Network Drive dialog box appears, displaying the network path to the server. You want to reconnect to the drive every time you log on.

Trouble?

If your mapped drives do not automatically reconnect when you log on, make sure your user name and password are the same for all the networks to which you connect.

6. If not already checked, click the **Reconnect at logon check box**, then click **Finish**
   The Map Network Drive dialog box closes, and Windows networking maps a drive connecting your computer to the shared Wired Coffee folder (or to the shared folder specified by your instructor or technical support person). When the connection is complete, a window appears for the newly mapped drive, allowing you to view the files within the mapped drive, as shown in Figure J-11. You can now easily copy folders and files from your floppy disk into the shared folder.

7. Click the **Close button** in the mapped drive window
   The My Network Places window appears.

FIGURE J-9: Map Network Drive dialog box

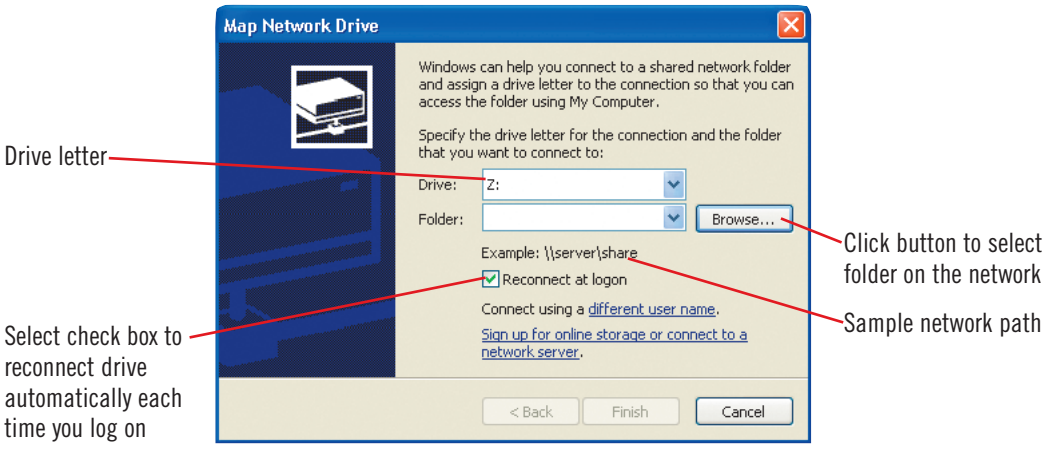


FIGURE J-10: Browse For Folder dialog box

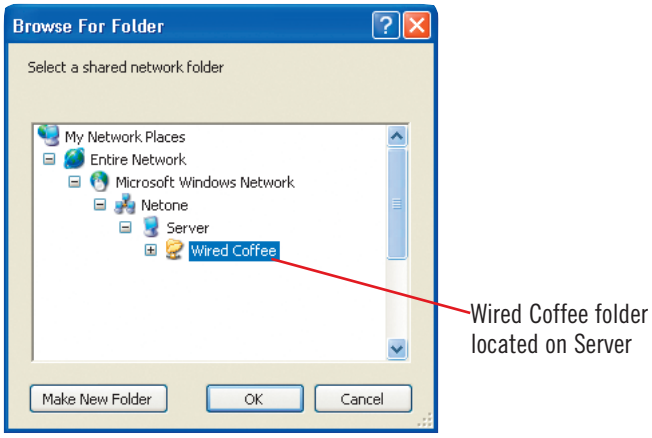
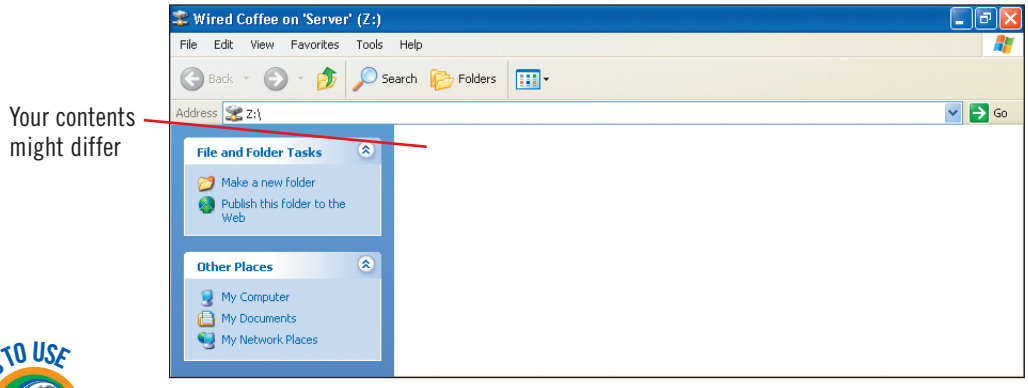


FIGURE J-11: Wired Coffee folder window on Server



Creating a network connection

Network Connections provides connectivity between your computer and a network, another computer, or the Internet. With the New Connections Wizard, you can set up a home or small office network, connect to the Internet, connect to a remote network using a dial-up or Virtual Private Network (VPN) connection, connect directly to another computer using a cable, or accept incoming connection access to your computer, which means your computer running Windows XP can operate as a remote access server, or as a dial-up network server. To establish any one of these connection types, click the Start button on the taskbar, point to All Programs, point to Accessories, point to Communications, click New Connection Wizard, click Next, click the connection option you want, and then follow the instructions in the Network Connection Wizard. To connect to the network, double-click the connection icon in the Network Connections window.

Unit J
Windows XP

Copying and Moving Shared Files

Once you create shared folders and map your network drives, copying and moving shared files and folders in Windows is as easy as managing files on your own computer. The only difference is that data transfer can take longer over a network than it does on your local computer. You can copy and move files using any of the Windows file management tools: My Network Places, My Computer, or Windows Explorer. My Network Places works just like My Computer. John wants to copy files from his floppy disk into the shared Sales folder on his hard drive to make them accessible to the other users on his network. He also needs to move a file from the shared Sales folder to the Wired Coffee folder on the network drive (Z:) to make it accessible to another department. Since he's copying files to several locations, John uses Windows Explorer to drag and drop the files.

Steps 1 2 3 4

Trouble?

If you are using a floppy disk for your Project Files, make a copy of the disk before you use it and insert the copy into your disk drive. See your instructor or technical support person for assistance.

1. Make sure a copy of the disk or drive where your Project Files are located is available
2. In the Windows networking window, click the **Address list arrow**, click the drive where your Project Files are located, then double-click the folder where your Project Files are located
   The Windows networking window displays the contents of your Project Files.
3. Right-click the **Wired Coffee folder**, click **Explore**, then click the **Sales folder** in the Folders Explorer Bar
   Windows Explorer opens, displaying the available folders and drives in the left pane, as shown in Figure J-12. You can now copy or move files easily from your computer to anywhere on the network. Next you copy the files named Coffee Prices, Customer Profile, and Suppliers to the shared Sales folder you created on Drive C.

Trouble?

If you click the shared Sales folder by mistake, click the Sales folder from your Project Disk, then go to Step 5.

4. In the Folders Explorer Bar, click the **Expand indicator** ⊞ next to the My Documents folder to display the shared Sales folder (the one with a hand), but do not click the folder
5. Click **Edit** on the menu bar, click **Select All**, then drag the files from the right pane to the shared **Sales folder** in the Folders Explorer Bar
   This copies files to the shared Sales folder on the hard drive. Anyone who has access to your computer can now share the files.
6. In the Folders Explorer Bar, click the shared **Sales folder**, then click the **down scroll arrow** in the Folders Explorer Bar until you can see the icon representing the mapped network folder
   Windows Explorer lists the contents of the Sales folder, as shown in Figure J-13.
7. Right-click the **Suppliers file**, drag the file to the mapped networked folder in the Folders Explorer Bar, then click **Move Here** on the shortcut menu
   The Suppliers file is now in the networked folder.
8. Click the **mapped network folder** in the Folders Explorer Bar to view the Suppliers file, then click the **Close button** in both windows

FIGURE J-12: Sales folder on Project Disk

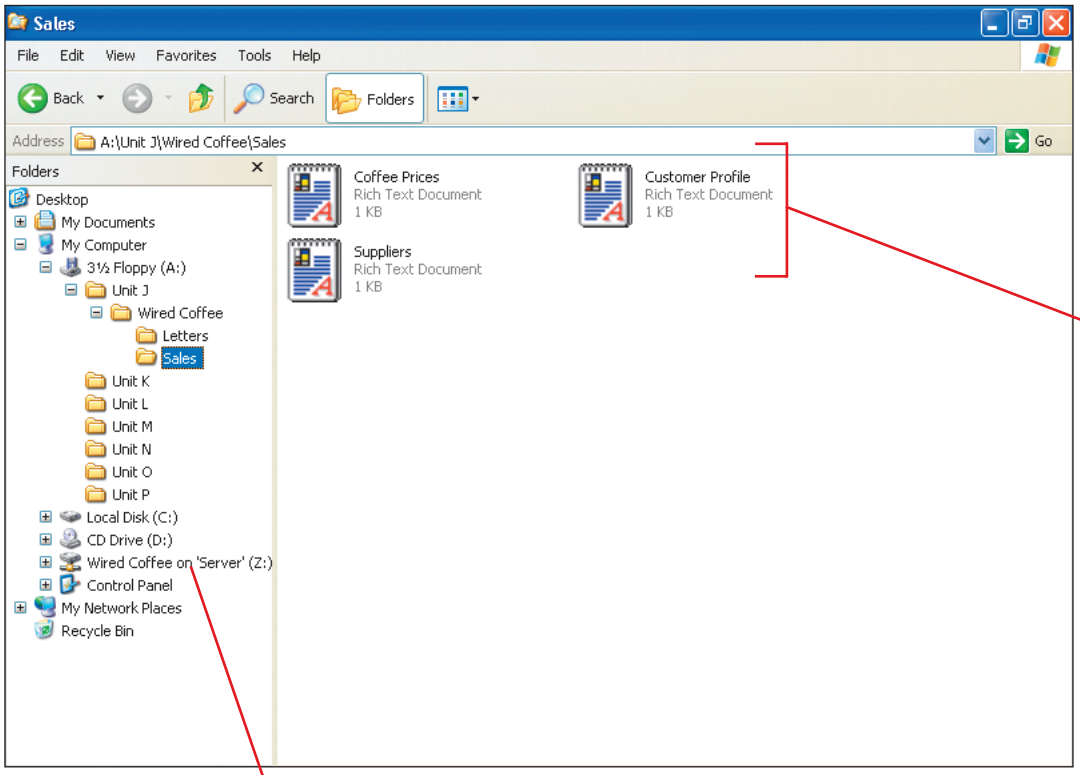
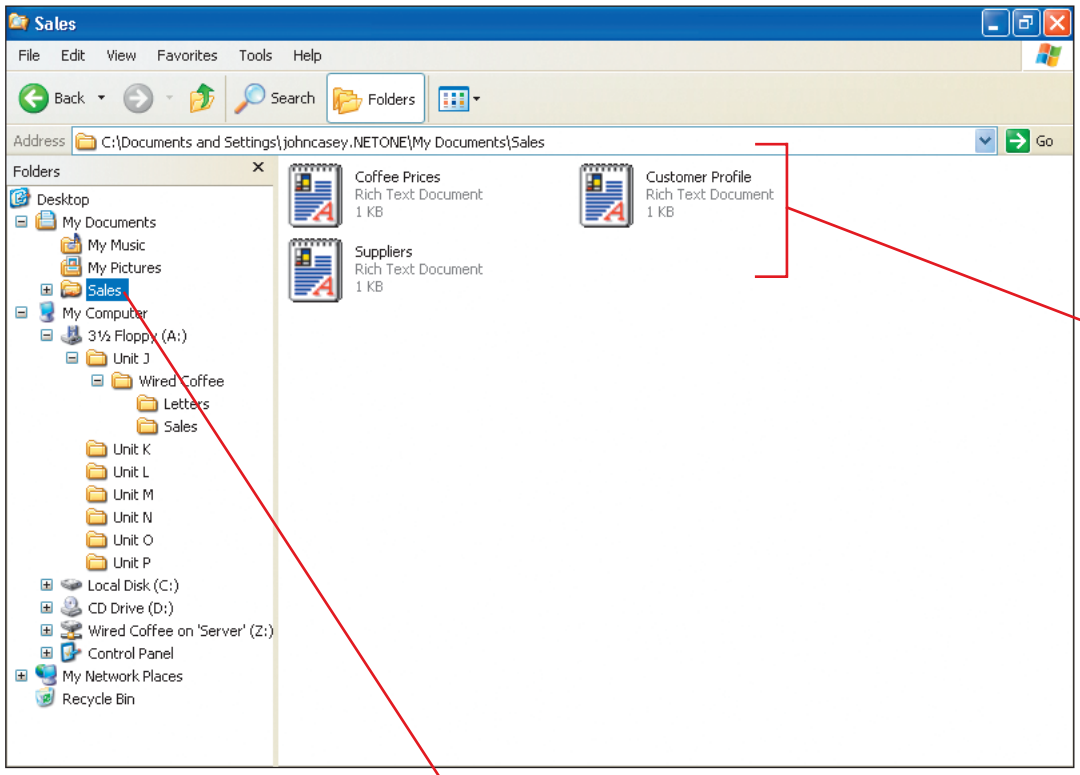


FIGURE J-13: Shared Sales folder



Unit J
Windows XP

Opening and Editing a Shared File

Working with shared files on a network is simple with Windows. Once you map all the necessary drives to your network folders, you can use network files in any program from your computer. For example, you can use WordPad to edit text files or Paint to create a graphic. You might also be able to use programs installed on the server specifically for the use of individual clients. Ask your system administrator about available options. John uses WordPad to make corrections in the Suppliers file that he placed in the Wired Coffee folder on the server.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar, point to **All Programs**, point to **Accessories**, then click **WordPad**
   The WordPad window opens.
2. Click **File** on the menu bar, click **Open**, then click the **Look in list arrow**
   The Open dialog box opens, as shown in Figure J-14, displaying the Look in list with local and networked drives. From here you can open files located on all drives and folders, including the drives mapped to the network.
3. Click the **icon** for the mapped network drive to the Wired Coffee shared folder
   A list of files stored in the networked folder appears in the Open dialog box, as shown in Figure J-15.
4. Click **Suppliers**, then click **Open**
   The file named Suppliers opens. You want to add another supplier to the list.
5. Click the bottom of the list, then type **Homegrown USA Coffee**
6. Click the **Save button** on the toolbar
   WordPad saves the changes to the file Suppliers.
7. Click the **Close button** in the WordPad window

FIGURE J-14: Open dialog box with Look in list

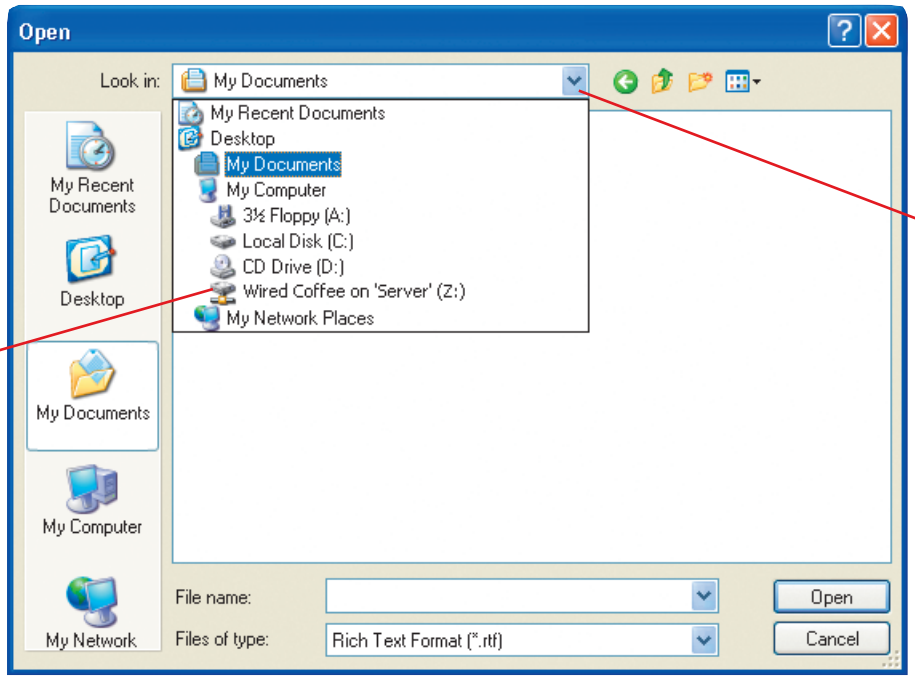
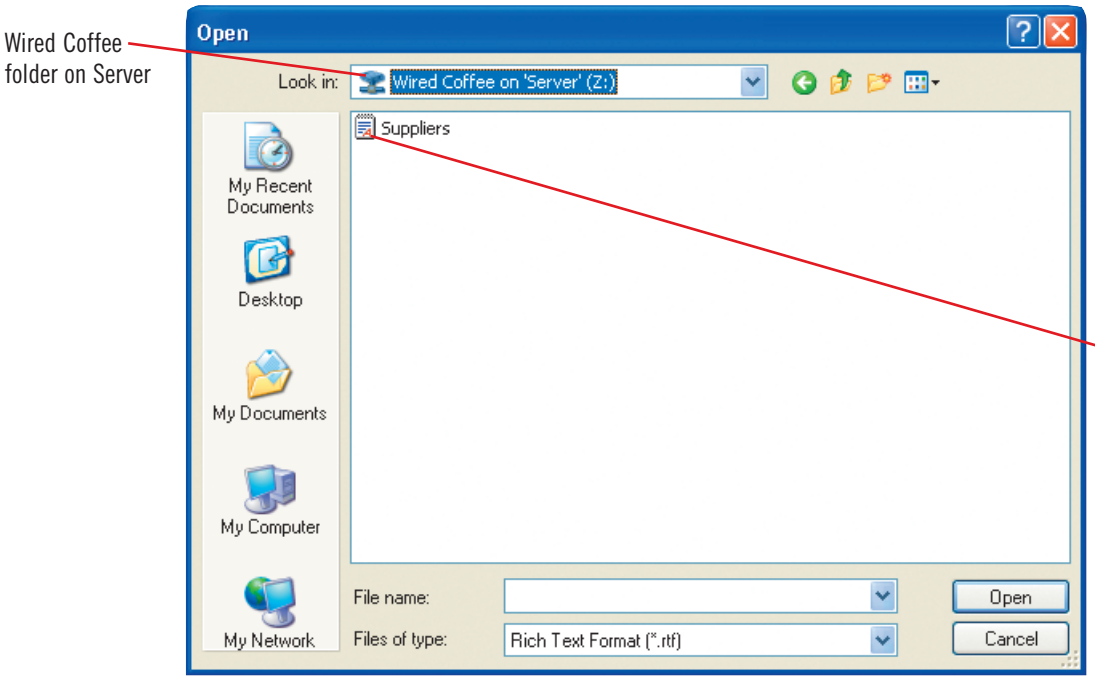


FIGURE J-15: Open dialog box with files on mapped drive



CLUES TO USE

Network traffic

Large networks can serve hundreds of users simultaneously. Like water flowing through pipes, only a certain amount of data can pass through the wires connecting the individual computers at any given time. If the amount of network traffic is sufficiently heavy, then the flow of data might slow considerably, causing file operations, such as opening, saving, and copying, to take longer to complete.

Unit J
Windows XP

Disconnecting a Network Drive

Usually, you map a network drive to reconnect automatically every time you log on. However, sometimes you might find it necessary to disconnect a mapped drive manually. Your system administrator might add a new hard drive to the server, or she might reorganize the directory structure of the network, making the network path for the mapped drive incorrect. When this occurs, Windows makes the process of disconnecting a mapped drive very easy. The system administrator informs John that a network reorganization will take place over the weekend. To prepare for the reorganization, John cleans up his hard drive and the mapped drive. Then he disconnects the drive mapped to (Z:) until he finds out what changes have been made.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar, click the **My Computer icon**, then double-click the **mapped drive**
   The contents of the mapped drive appear. You want to delete the Suppliers file.
2. Right-click the **Suppliers file**, click **Delete**, then click **Yes** to confirm the deletion
3. In the Other Places section of the task pane, click **My Documents**
   You want to delete the shared folder.
4. Right-click the shared **Sales folder**, then click **Delete**
   The Confirm Folder Delete dialog box opens. You confirm the deletion.
5. Click **Yes** to confirm the folder deletion, click **Yes** in the sharing message box if necessary, then click the **Close button** in the My Documents window
   After cleaning up your hard drive and the mapped drive, you disconnect the mapped drive.

QuickTip

To disconnect a network drive in Windows Explorer, right-click the mapped network drive in the left pane, then click Disconnect.

6. Right-click the **My Network Places icon** on the desktop
   A shortcut menu appears, as shown in Figure J-16. This menu provides several options for working in a network environment. See Table J-1 for a description of the options available on this menu.
7. Click **Disconnect Network Drive** on the shortcut menu
   The Disconnect Network Drives dialog box appears, as shown in Figure J-17. The dialog box lists all the network drives that you have mapped from your computer. You should check with your system administrator or instructor before actually disconnecting a drive. To quit without actually disconnecting a drive, click Cancel.
8. To disconnect the drive you mapped, click the **mapped drive** with the Wired Coffee folder, click **OK**, then click **Yes** in the warning message if necessary
   Windows disconnects the drive you selected and closes the Disconnect Network Drives dialog box.

CLUES TO USE

Network paths

The path to a shared network directory is like the path to a file on a hard or floppy disk. For example, the path to the Suppliers file on your Project Files Disk is A:\Wired Coffee\Sales\Suppliers. Network paths replace the drive designation with the host computer name, as in \\Server\Wired Coffee. In either case, the path tells the computer where to look for the files you need.

FIGURE J-16: Shortcut menu for My Network Places

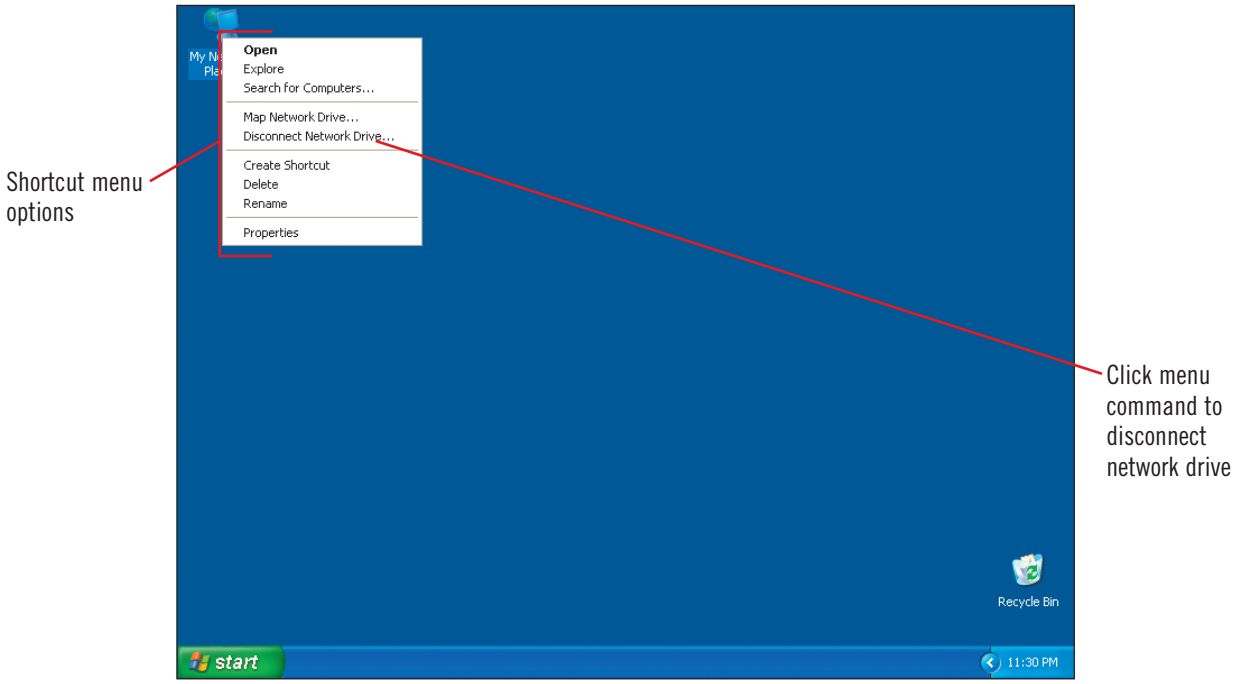


FIGURE J-17: Disconnect Network Drives dialog box

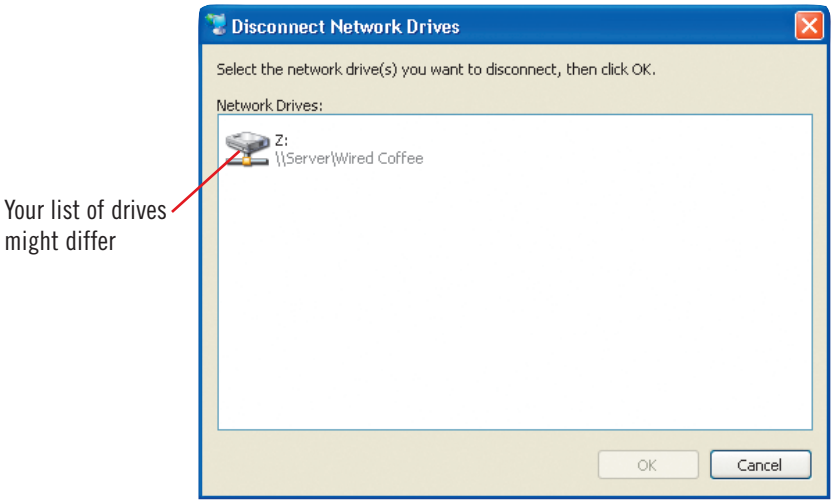


TABLE J-1: Shortcut menu commands for My Network Places

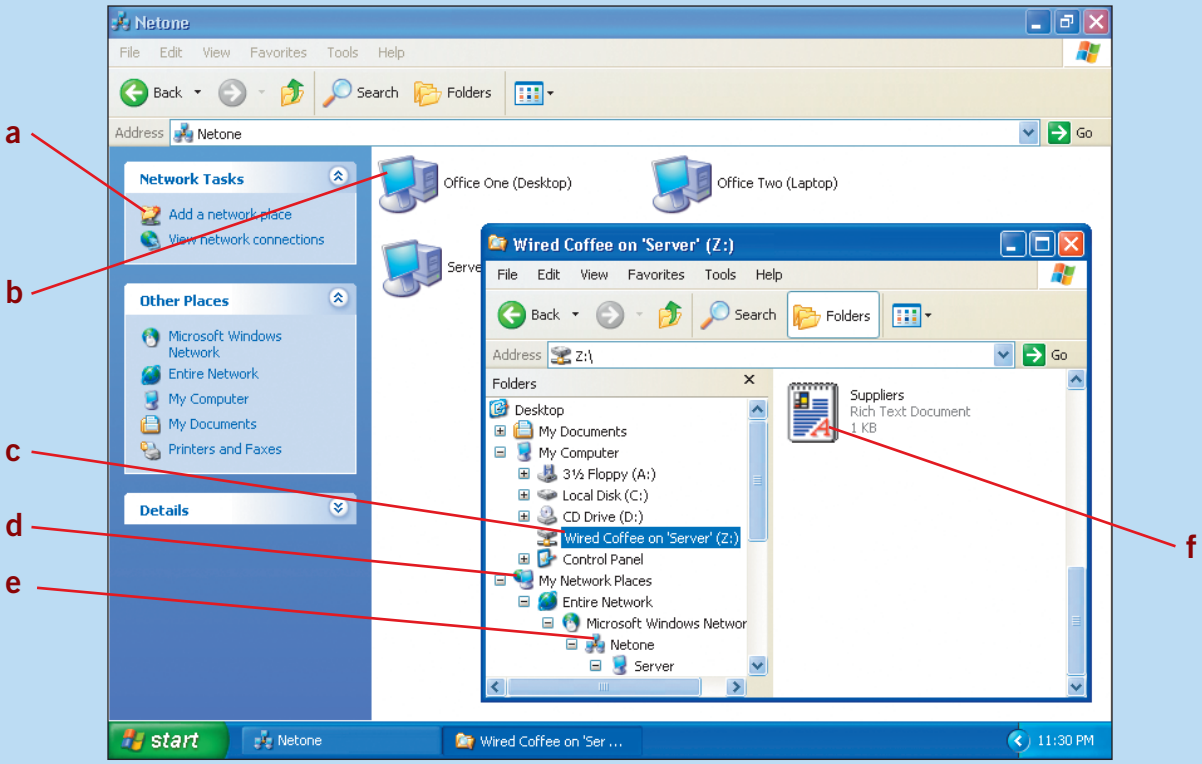
option	function
Open	Starts My Network Places
Explore	Opens Windows Explorer in order to copy and move files or folders from one folder to another, whether on your local computer or the network
Search for Computers	Finds a computer whose name you know but not its location
Map Network Drive	Maps a drive from your computer to a shared directory on another computer
Disconnect Network Drive	Disconnects a drive on your computer from a shared directory on another computer
Create Shortcut	Creates a shortcut to My Network Places
Rename	Renames the My Network Places icon
Properties	Views the properties of your network

Practice

Concepts Review

Label each element of the screen shown in Figure J-18.

FIGURE J-18



1. Which element points to a domain?
2. Which element points to a folder on a network server?
3. Which element points to a network file?
4. Which element points to a network server?
5. Which element creates a shortcut to a network location?
6. Which element displays network locations?

Match each of the terms with the statement that describes its function.

7. **Shared folder**	a. Determines who can read, write, or execute files
8. **File permissions**	b. A location where multiple users can access the same files
9. **Client**	c. The address for an individual computer on a network
10. **Network path**	d. A computer on a network that uses shared resources
11. **Server**	e. A computer on a network designated to share resources

Select the best answers from the following lists of choices.

12. A network in which the computers are connected close together is called a:
- **a.** LAN.
- **b.** WAN.
- **c.** VPN.
- **d.** HPN.

13. A Virtual Private Network is an example of a:
- **a.** LAN.
- **b.** WAN.
- **c.** HPN.
- **d.** USB.

14. What hardware device connects multiple LANs together?
- **a.** Network interface card
- **b.** Router
- **c.** Hub
- **d.** Client

15. In a client/server network, computers are organized into:
- **a.** Workgroups.
- **b.** Domains.
- **c.** Clients.
- **d.** Servers.

16. What network component allows you to share your computer resources?
- **a.** Client
- **b.** Service
- **c.** Protocol
- **d.** NIC

17. The Windows XP network management tool that allows you to inspect the configuration of your network is called:
- **a.** Windows Explorer.
- **b.** My Computer.
- **c.** Network Neighborhood.
- **d.** My Network Places.

18. To disconnect a network drive:
- **a.** Double-click the drive letter in My Network Places.
- **b.** Highlight the drive letter, click File on the menu bar, then click Delete.
- **c.** Click the drive letter, then drag it to the Recycle Bin.
- **d.** Right-click the My Network Places icon, then click Disconnect Network Drive.

19. When you highlight a drive letter in My Network Places, click File on the menu bar, then click Explore:

a. My Computer starts, allowing you to manage files and folders.
b. My Network Places displays the entire network.
c. Windows Explorer starts, allowing you to manage files and folders.
d. File Manager starts, allowing you to manage files and folders.

20. When you map a networked drive:

a. Windows networking displays a graphic showing the entire structure of the network.
b. You can use the shared files and folders of another computer on the network.
c. The computer you are using is attached to the network.
d. Windows networking adds your computer to the network path.

21. If the file permissions for a shared folder are set to read only:

a. No one can read the files in the folder.
b. You can edit the file and save your changes.
c. Everyone can read the files but not write to the files.
d. Everyone can execute files but not write to the files.

Skills Review

1. Examine network computer properties.

a. Open the Control Panel, then open System Properties.
b. Display the network computer name and domain.
c. Click OK, then close the Control Panel.

2. Open and view a network.

a. Open My Network Places, display the Entire Network, then display the Microsoft Windows Network.
b. Display the domain supplied by your instructor or technical support person.
c. Double-click the network computer supplied by your instructor or technical support person.
d. Close the network window.

3. Create a shared folder.

a. Display My Documents, right-click in the My Documents window, point to New, then click Folder.
b. Name the new folder **Memos**, then press [Enter].
c. Click File on the menu bar, then click Sharing and Security.
d. Click the Share this folder option button. (If you are working in a Workgroup, close the Share this folder on the network check box to select it, click the Allow network users to change My files check box to select it, then skip to Step 3f.)
e. Click Permission, select the Read-Only setting, then click OK.
f. Click OK.

4. Map a network drive.

a. Display My Network Places.
b. Navigate to the network computer to which you want to map.
c. Click the shared folder to which you want to map.
d. Click Tools on the menu bar, then click Map Network Drive.
e. Click the Reconnect at logon check box to select it, click OK, then click the Close button.

5. **Copy and move shared files.**
   a. Make sure a copy of the disk or drive where your Project Files are located is available.
   b. Click the Address list arrow, click the drive where your Project Files are located, then double-click the folder where your Project Files are located.
   c. Click the Wired Coffee folder, then display the Folder Explorer Bar.
   d. Click the Letters folder in the Explorer Bar.
   e. Click the Expand icon next to the My Documents folder.
   f. Select all the files, then drag them to the shared Memos folder you created in the My Documents folder.
   g. Click the shared Memos folder in the Explorer Bar.
   h. Move the IRS Letter file to the mapped networked folder in the Explorer Bar.
   i. Click the mapped networked folder in the Explorer Bar to view the file, then close both windows.

6. **Open and edit a shared file.**
   a. Open the IRS Letter file from the shared Memos folder on your hard drive in WordPad.
   b. Change the date in the body of the letter from April 25 to **May 10**.
   c. Save the file, print it, then close the file and WordPad.

7. **Disconnect a network drive.**
   a. Open My Computer, double-click the mapped drive, then delete the IRS Letter file.
   b. Display My Documents, delete the shared Memos folder, then close My Documents.
   c. Right-click the My Network Places icon, then click Disconnect Network Drive.
   d. Select the drive you mapped in Step 4, click OK, then click Yes if necessary.

Independent Challenge 1

As the new clerk at a craft store called Holly's, you are asked to create a list of suppliers' names. Your task is to enter the supplier information in a new file and place that file in two places for others to use. You must create a shared folder on your computer to store the file, then map a drive to a network folder that will also contain the file.

If you are not connected to a network, ask your instructor or technical support person for help in completing this independent challenge. If you are working in a lab environment, you may not be able to create a shared folder. If so, do not create a shared folder; use the folder supplied by your instructor instead.

a. Open the My Documents folder and display the Folders Explorer bar.
b. Create a shared folder called **Suppliers** with read-only permissions.
c. Open WordPad and enter the following information in a new document:

Name	Address	City & State or Country
Baskets & Things	101 Hopyard Road	Chicago, IL
Frames R Us	1934 Hummingbird Lane	Los Angeles, CA
Season's	125 34th Street	New York, NY
Royal Touch	34 Birkshire Street	London, England
Ming's Crafts	2685 Queen Street	Hong Kong, China

d. Save the file as **Supplier List** in the newly created Suppliers folder, then print the file.
e. Map a drive to a shared folder on another computer to which you have permission.
f. Create a **World Wide Suppliers** folder on that drive.
g. Copy the Supplier List file from the Suppliers folder on the local computer to the World Wide Suppliers folder on the mapped drive.

h. Print the screen. (Press [Print Screen] to make a copy of the screen, open Paint, click Edit on the menu bar, click Paste to paste the screen into Paint, then click Yes to paste the large image if necessary. Click the Text button on the Toolbox, click a blank area in the Paint work area, then type your name. Click File on the menu bar, click Page Setup, change 100% normal size to 50% in the Scaling area, then click OK. Click File on the menu bar, click Print, then click Print.)
i. Delete the Suppliers folder on your hard drive and the World Wide Suppliers folder on the mapped drive.
j. Disconnect the network drive you mapped, and delete the shared folder you created.

Independent Challenge 2

As president of your company, you decide to increase the pay rates of two of your employees, Jessica Thielen and Debbie Cabral. You use WordPad to write a memo that you can edit and use for both employees. After completing the memos, you print the documents for the employees. You also want to copy the documents to the company server so they can be stored in the employees' folders.

a. Create a **Memos** folder on the drive and in the folder where your Project Files are located.
b. Open WordPad and type the following memo in a new document:
Dear Jessica,
Your service to this company is greatly appreciated. To show my appreciation to such an outstanding employee as yourself, I have decided to give you a 10% raise in salary. The raise will go into effect with the next pay period.
Sincerely yours,
Your Name
c. Save the document **Thielen Raise** to the Memos folder, then print the document.
d. Change **Dear Jessica** to **Dear Debbie** in the Thielen Raise memo.
e. Save the file as **Cabral Raise** in the Memos folder, print the document, close the file, then close WordPad.
f. Map a drive to a shared folder on another computer to which you have permission.
g. Create a folder called **Thielen** on the mapped drive, and copy the Thielen Raise file from your Project Disk into the Thielen folder.
h. Create a shared folder called **Cabral** on the mapped drive, and copy the Cabral Raise file into the Cabral folder.
i. Print the screen. (See Independent Challenge 1, Step h for screen printing instructions.)
j. Delete the Thielen and Cabral shared folders on the mapped drive, then disconnect the network drive you mapped.

Independent Challenge 3

You are the system administrator for your company's computer network. During peak usage of the network, you want to monitor who is on the network. You use the Properties command in the My Network Places to learn who is connected to the network.

a. Open My Network Places.
b. Display the network identification for two connected computers to learn their names and domain.
c. Print the screen for the network identification for the connected computers. (See Independent Challenge 1, Step h for screen printing instructions.)
d. Map two drives to a shared folder on another computer to which you have permission.
e. Display the network identification for the mapped drives.
f. Print the screen for the network identification for the mapped drives (See Independent Challenge 1, Step h for screen printing instructions.)
g. Disconnect the network drives you mapped.

Independent Challenge 4

The system administrator for your network calls and informs you that he needs to make some changes to the directory structure. He advises you to move any files you put on the server recently and to disconnect any mapped drives.

a. Map a drive to a shared folder on another computer to which you have permission, and copy two files from your Project Files to this mapped drive.

b. Using My Network Places, create a shared folder on your local hard disk called **Network Files**.

c. Move the files from the folder on the network drive to the shared Network Files folder on the local hard disk.

d. Print the screen. (See Independent Challenge 1, Step h for screen printing instructions.)

e. Disconnect the mapped drive from the network, then delete the shared folder on your local hard drive.

Visual Workshop

Re-create the screen shown in Figure J-19, which displays the files on a local hard drive and files on a network drive. Print the screen. (See Independent Challenge 1, Step h for screen printing instructions.)

FIGURE J-19